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JAMIE FLEET, STAFF DIRECTOR

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
Washington, D.C. 20515-6157
(202) 225-2061
<https://cha.house.gov>

RODNEY DAVIS, ILLINOIS
RANKING MINORITY MEMBER

MARK WALKER, NORTH CAROLINA
BARRY LOUDERMILK, GEORGIA

ONE HUNDRED SIXTEENTH CONGRESS

JEN DAULBY, MINORITY STAFF DIRECTOR

July 17th, 2020

June 2020 Monthly Report

The Committee on House Administration Monthly Report includes the following:

- Summary of studies, investigations, and activities of the Committee;
- Statement of expenses for the month and year to date;
- Report of travel performed during June 1-30, 2020;
- List of Committee employees, job titles and gross monthly salaries;
- List of Committee Detailees.

This report is available to Members of the Committee for examination.

The June 2020 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

Committee on House Administration Activities Report – June 2020

Full Committee Hearings:

None.

Subcommittee on Elections Hearings:

The Impact of COVID-19 on Voting Rights and Election Administration: Ensuring Safe and Fair Elections; Thursday, 06/11/2020 - 1:00 PM.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

None.

Floor Activity:

None.

Franking and Member Services

- Reviewed 654 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- On June 29, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, Franking Changes due to COVID-19 (extension).
- Further tested UX updates to the Commission's service request platform.
- Continued work with Congressional Staff Academy to create How-To videos on Commission's new service request platform.
- Distributed notices to state delegations entering the blackout throughout June.
- Approved CMO and CSO requests and sent approval letters to offices.
- Reviewed and approved waivers.
- Advised Member offices on House rules and regulations.
- Provided guidance on the Paid Intern Program.

Committee Funding and Oversight

- Provided operations guidance to Committee offices to ensure compliance with Handbook regulations.
- Evaluated Handbook regulations for areas of improvement.
- Reviewed Monthly Reports on committee activities and expenditures including franked mail expenditures.

Oversight of Legislative Branch and Other Entities

Government Publishing Office

- Held regular monthly oversight meeting.

Library of Congress

- Held regular monthly oversight meeting.

Smithsonian

- Held regular monthly oversight meeting.
- Participated in Regents briefing.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Held monthly AOC OIG oversight meeting.
- Held CVC and HOB oversight meetings.
- Various meetings/briefings pertaining to social distancing implementation.

Office of the Clerk

- Held regular monthly oversight meeting.

Office of the Inspector General

- Held monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.
- Held monthly HIR oversight meeting.

United States Capitol Police

- CHA HSAA Monthly Oversight Meeting.
- Judiciary Committee Hearing – Police Brutality.
- United States Capitol Police Monthly Oversight Meeting.
- United States Capitol Police/IG Monthly Oversight Meeting.

Oversight of Federal Election Law and Procedures

- Ongoing oversight of topics within the committee jurisdiction.
- Support ongoing work of the Subcommittee.
- Ongoing oversight of the Election Assistance Commission and Federal Election Commission.

Office of Congressional Workplace Rights

- Oversight of implementation of the provisions of the Congressional Accountability Act of 2018.

U.S. House of Representatives
Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2nd Session
Month: June 2020

Budget to Actual

Program	Object Class	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
	** Authorization	5,472,211.00	0.00	5,472,211.00	0.00	0.00	0.00	0.00	0.00	5,472,211.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	2,181,488.02	2,181,488.02	(2,181,488.02)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	17,782.38	17,782.38	(17,782.38)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	2,899.96	0.00	29,777.98	32,677.94	(32,677.94)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	682.96	682.96	(682.96)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	14,380.65	14,380.65	(14,380.65)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	16,997.78	16,997.78	(16,997.78)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	960.17	960.17	(960.17)
	Total	5,472,211.00	0.00	5,472,211.00	0.00	2,899.96	0.00	2,262,069.94	2,264,969.90	3,207,241.10
AE200	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
	FM Franked Mail	0.00	0.00	0.00	0.00	0.00	0.00	21.73	21.73	(21.73)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	21.73	21.73	(21.73)
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,899.96	0.00	2,262,091.67	2,264,991.63	3,212,219.37

Office	Program	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
10HO000	EXPEN	3,723,141.00	0.00	3,723,141.00	0.00	2,499.97	0.00	1,494,053.48	1,496,553.45	2,226,587.55
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	21.73	21.73	4,978.27
	Total	3,728,141.00	0.00	3,728,141.00	0.00	2,499.97	0.00	1,494,075.21	1,496,575.18	2,231,565.82
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	399.99	0.00	768,016.46	768,416.45	980,653.55
	Total	1,749,070.00	0.00	1,749,070.00	0.00	399.99	0.00	768,016.46	768,416.45	980,653.55
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,899.96	0.00	2,262,091.67	2,264,991.63	3,212,219.37

Report ID: CC029

Run Date: 08/11/2020

U.S. House of Representatives
Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2nd Session
Month: June 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	356,125.01	2,165,634.76
		1103 Overtime Compensation	0.00	186.59
		1104 Accrued Leave	8,041.67	15,666.67
		Total	364,166.68	2,181,488.02
	21 Travel	2101 Commercial Transportation	0.00	9,438.60
		2105 Lodging	0.00	5,131.93
		2110 Meals	0.00	1,315.93
		2120 Car Rental	0.00	747.83
		2125 Gasoline	0.00	63.98
		2130 Private Auto Mileage	0.00	24.84
		2135 Taxi/Parking/Tolls	0.00	1,059.27
		Total	0.00	17,782.38
EXPEN General Expenditures	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	1,549.98
		2320 DC Telecom Equip (TRANSFER)	172.00	952.00
		2321 DC Telecom Serv (TRANSFER)	663.25	3,301.75
		2322 DC Telecom Tolls (TRANSFER)	4,804.08	23,192.58
		2323 Distr Off Telecom Eq (TRANSF)	0.00	31.00
		2335 HIR Graphics (TRANSFER)	150.00	350.00
		2350 Postage / Courier / Box Rental	134.70	400.67
		Total	5,924.03	29,777.98
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	477.45
		2405 Advertisements	0.00	205.51
		Total	0.00	682.96
	25 Other Services	2525 Stenographic Reporting	0.00	730.50
		2527 Training	0.00	2,100.00
		2571 Technology Service Contracts	1,895.00	11,370.00
		2572 Web Dev Hst,Email & Rltd Serv	0.00	180.15
		Total	1,895.00	14,380.65
	26 Supplies and Materials	2602 Water	127.97	943.50
		2603 Food & Beverage	0.00	660.00

Report ID: CC029

Run Date: 08/11/2020

U.S. House of Representatives
Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration		Appropriation Year 2020
		2020:116th Congress 2ndSession
		Month: June 2020

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2604 Legislative Pnng Food and Bev	0.00	229.63
		2620 Office Supplies (Outside)	30.74	994.55
		2621 Office Supply (TRANSFER)	156.43	2,247.88
		2623 Software < \$500	1,277.88	1,302.88
		2630 Publications/Reference Mat'l	40.15	10,619.34
		Total	1,633.17	16,997.78
	31 Equipment	3115 Computer Softw Purch <\$10,000	960.17	960.17
		Total	960.17	960.17
		Total	374,579.05	2,262,069.94
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	21.73
		Total	0.00	21.73
		Total	374,579.05	2,262,091.67

REPORT ON TRAVEL PERFORMED
Committee on House Administration
116th Congress - 2nd Session
June 2020

Majority

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Jamie Fleet	6/3/2020	6/4/2020	Cleveland Elections Oversight	DC/OH/DC	\$ 511.52	\$ 241.11	\$ -	\$ 752.63
Sarah Nasta	6/3/2020	6/4/2020	Cleveland Elections Oversight	DC/OH/DC	\$ 244.56	\$ 178.74	\$ -	\$ 423.30
TOTAL								\$ 1,175.93

Minority

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

06/01/2020 to 06/30/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION
 Department: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	157,500.00	13,125.00	06/01/2020 to 06/30/2020	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	2,875.00	06/01/2020 to 06/30/2020	TERMINATED 06/23/20
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	06/01/2020 to 06/30/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	06/01/2020 to 06/30/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	60,000.00	5,000.00	06/01/2020 to 06/30/2020	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	06/01/2020 to 06/30/2020	
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	1,333.33	06/01/2020 to 06/30/2020	APPOINTMENT 06/15/20
DEFRETTAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	06/01/2020 to 06/30/2020	
DUBAD, ARWA MOHAMED - PROFESSIONAL STAFF - FRANKING	58,000.00	4,833.33	06/01/2020 to 06/30/2020	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	06/01/2020 to 06/30/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	06/01/2020 to 06/30/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	06/01/2020 to 06/30/2020	
HULL, GEORGE Z SHARED EMPLOYEE	47,000.00	2,741.67	06/01/2020 to 06/30/2020	TERMINATED 06/21/20
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	06/01/2020 to 06/30/2020	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	80,000.00	6,666.67	06/01/2020 to 06/30/2020	
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	06/01/2020 to 06/30/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	06/01/2020 to 06/30/2020	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	06/01/2020 to 06/30/2020	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

06/01/2020 to 06/30/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	06/01/2020 to 06/30/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	06/01/2020 to 06/30/2020	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	06/01/2020 to 06/30/2020	
NASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	8,750.00	06/01/2020 to 06/30/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	06/01/2020 to 06/30/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	06/01/2020 to 06/30/2020	
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,666.67	06/01/2020 to 06/30/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	06/01/2020 to 06/30/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	06/01/2020 to 06/30/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	06/01/2020 to 06/30/2020	

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	1,375.00		

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

06/01/2020 to 06/30/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CASTRO, JEBEN JESUS DIR. OF DIVERSITY AND INCLUSION	30,000.00	0.00	06/01/2020 to 06/30/2020	TERMINATED 05/31/20
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	06/01/2020 to 06/30/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	100,000.00	8,333.33	06/01/2020 to 06/30/2020	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	06/01/2020 to 06/30/2020	
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	47,000.00	3,916.67	06/01/2020 to 06/30/2020	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	06/01/2020 to 06/30/2020	
GIACHETTI, RYAN ANDREW LEGAL INTERN	30,000.00	2,416.67	06/01/2020 to 06/30/2020	APPOINTMENT 06/02/20
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	06/01/2020 to 06/30/2020	
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	06/01/2020 to 06/30/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	06/01/2020 to 06/30/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	06/01/2020 to 06/30/2020	
PAELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	0.00	06/01/2020 to 06/30/2020	TERMINATED 05/31/20
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	100,000.00	8,333.33	06/01/2020 to 06/30/2020	P/R CHANGE 06/01/20
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	06/01/2020 to 06/30/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	06/01/2020 to 06/30/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	115,000.00	9,583.33	06/01/2020 to 06/30/2020	
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	45,000.00	3,750.00	06/01/2020 to 06/30/2020	
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS STANDARDS	75,000.00	6,250.00	06/01/2020 to 06/30/2020	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

06/01/2020 to 06/30/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67		

Committee on House Administration

Detailees – June 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report